

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

January 2, 2007

CALL TO PODIUM:

Walter J. DeBord

RESPONSIBLE STAFF:

James D. Arnoult

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
X	Consent Item
	Ordinance
	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract to Purchase One (1) 2007 Chipper Truck with Snow Plow (\$68,140)

SUPPORTING BACKGROUND:

A chipper truck was approved in the FY 07 budget for the Landscape and Forestry Division.

This bid was advertised in the Gazette. Bid packages were also distributed to five local truck dealers. Sealed bids were opened and tabulated on December 14, 2006. The following bids were received.

Sheehy Ford	\$66,550.00
Criswell Chevrolet	\$68,140.00
K. Neal International	No Bid

The truck submitted in the bid by Sheehy Ford did not meet the specifications on several significant items. Therefore, staff recommends that the bid be awarded to the only bidder meeting specifications, Criswell Chevrolet 503 Quince Orchard Road Gaithersburg, MD 20878.

DESIRED OUTCOME:

Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: James D. Arnoult Date of City Council Meeting: January 2, 2007
Director, PW, PM & E

AUTHORIZING

Purchase ☒ Award Contract ☐ Transfer Funds ☐ Negotiate/
Execute a Contract

BID INFORMATION:

Advertisement Date November 29, 2006
Newspaper(s) Gaithersburg Gazette
Bids Opened/Tabulated (date) December 14, 2006

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

One (1) 2007 Chevrolet 5500 Chipper Truck with Snow Plow

CONTRACTED/PURCHASE FROM:

Company Name: Criswell Chevrolet, Inc.
Street Address: 503 Quince Orchard Road
P. O. Box Number
City/State/Zip: Gaithersburg, Maryland 20878

CONTRACT/PURCHASE AMOUNT: \$68,140.00

Check One: In the Amount of ☒ Not to Exceed ☐

FUNDS TO BE EXPENDED FROM: Operating Budget ☒ Capital Improvements Budget

Account Number: 1341-596000 Landscape and Forestry Division
(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available ☐ Not available ☐

Finance Dept. _____ Date _____

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO ENTER INTO
A CONTRACT TO PURCHASE ONE (1) 2007
CHIPPER TRUCK WITH SNOW PLOW

WHEREAS, an invitation to bid was duly advertised in the November 29, 2006, issue of the Gaithersburg Gazette, and sealed bids were opened and tabulated on December 14, 2006; and

WHEREAS, the Mayor and Council have determined to award a contract to the lowest bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract to purchase One (1) 2007 Chipper Truck With Snow Plow from Criswell Chevrolet, 503 Quince Orchard Road, Gaithersburg, Maryland 20878, in the amount of Sixty-Eight Thousand One Hundred Forty Dollars. (\$68,140); said funds to be expended from the Operating Budget.

ADOPTED by the Mayor and City Council this 2nd day of January 2007.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 2nd day
of January 2007.

David B. Humpton, City Manager